1

G. R. S. IX-5]

Previous references.

File No. 146

1917.

Serial Nos. 1

(E. Ag.)

Later references.

D 9

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1

Part B for October 1916.

SUBJECT.

Duties of different classes of Officials of the Genl & Rev. Secrt

---

W D 88—GPB—50,000—24-7-16

Tendon 31.3.17

2

G. R. S. 11]

1916.

GENERAL AND REVENUE SECRETARIAT.

(E. AG.)

NOTES.

File No. 14.6(1)

FILE HEADING.

Duties of caseworkers &c in Gen'l & Rev. Secretariat

From

No.	Dated	Received
Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

P-P-G

NOTES—First Sheet.

GPB—20 006—8-8-14

Dear Mr Narayanaswami

Iyengar

I have gone through these texts again & corrected them. If you are also satisfied as to their correctness & completeness, we may get them printed or multigraphed. About 500 copies would suffice

Yours

NLM

12.8.16

Dear Mr. Narayanaswami,
The notes are clear & full. I would suggest these being printed as being under expectations
Yadunathan 14/8/16.

G.R.S. 13]

Routine Notes.

To be used only for notes, requisitions, etc., not intended for permanent record.]

Sent with a draft
letter Supdt, Govt Press.
HW
15/9/16

JMW
9/9/16

Proof received from the
Press on 7-9-16

Proof compared & corrected &
a memo returned to the printers
50 copies to be struck off
for appeal
HW
9/9/16

Further proofs
called for as per draft Supt's
orders
HW
9/9/16

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—5-8-15

5

E. Ag - 146 - 1.

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Second Proof received from the Press is Corrected & Submitted.

23/9/16.

The third Proof has been Corrected and Submitted

7.10.16.

1000 copies may be got printed.

12/10

Submitted with a memo to the Supdt. Govt. Pres requesting for 800 copies of each of the Duties of officials and 200 copies of the whole Set. in Board-form

Sd

14.10.16

N.B.—Should routine notes be written on small slips the notes must be copied, or slips pasted on this form.

W.D. 84—GPB—60,000—20-7-16

146-1
Ge

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Ge

The Superintendent
Govt Press.

O.M. no. 146-1- 21-10-1916

Requesting 1000 copies of Duks of each class of officials, 200 of which shd be in book-form.

Copies received and distributed to Branches as may be deposited

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 84—GPB—60,000—20-7-16

G. R. S. 26]

File No.

Serial No.

Diary No. of letter replied to .....

No. 146-E. M.
Enc 1

General and Revenue Secretariat
( )
the *191* .

To The Supdt, Govt Rus

Date of issue 15-8-1916.

Signed by Mr. R. Madhava Rao

The accompanying memo prescribing the duties of ~~Superintendents~~ ~~Asst~~ officers of the Govt & the Secretariat is forwarded to the Supdt Govt Rus with the request that the Assistants may be relieved in type & their claims promptly sent to this office very early.

By order
Mrs
for Secy to Govt

over.

SUBJECT.

Bangalore,

No.146-1-E.A.G. 21st October 16

Office Memorandum

Date of issue 21-10-16
Issued by Mr. N. Madhava Rao.

The accompanying proof is corrected and returned to the Superintendent, Government Press, for printing and supplying early, copies as follows:-

800 copies of the duties of each class of officials, and

200 copies of the whole set stitched in book form.

By order,

For Secretary to Govt,
General Department.

Duties of different Classes of Officials of the Secretariat

DUTIES OF CASE WORKERS.

1. Submitting papers duly arranged and referenced within 5 days of their receipt.

2. Obtaining orders for extension of time where letters or cases cannot be submitted within 5 days.

3. Noting and in clear cases submitting with draft replies. In preparing Notes the following provisions of the --- Manual should be strictly adhered to:-

(1) No paraphrase of the letter under disposal shall be made.

(2) No precis or history of the case shall be prepared without orders of an officer.

(3) Every Note shall be legibly written

(4) It should be paragraphed, paged and referenced properly.

(5) Notes should be written as far as possible in the order of the Serial Nos. of the papers in the file.

(6) Every Note shall be temporately written free from personal remarks.

(7) In the case of non-scheduled subjects the list and serial No. under which the case comes should be noted in red ink in the margin at the end of the Note.

(8) In cases in which consultation of the Financial Branch seems necessary the fact should be indicated.

4. Putting up drafts in pursuance of orders

orders passed paying strict attention to the following rules of the Manual:-

(1) The draft should convey the intention of the orders. The language should be courteous, but concise, clear and incapable of misconstruction.

(2) It should closely follow the Notes orders as far as possible and should be written legibly and neatly.

(3) In the preamble, it is sufficient if the No. and date of letter is quoted and the subject briefly referred to.

(4) A sentence should be added returning original papers wherever called for.

(5) Drafts which are to be printed must be carefully docketted..

(6) Attention should be paid to the several forms of drafts prescribed in Section 175 of the G. R. S. Manual. Suitable form should be used in each case.

5. Putting up fair drafts where required.

6. Comparing fair copies and proofs.

7. Completing Notes for files being recorded.

9. Maintaining a diary of work done from day to day.

10. Maintaining a list of important and urgent cases and submitting them to the Branch Secretariat Officers on the prescribed days.

12

11. Posting up to date special registers (if any) that may be required to be maintained.

12. Inspection of pending papers once a week and noting disposals and arrears on hand.

13. Examining the weekly diaries and the Monthly Proceedings Volumes and seeing that Proceedings relating to the Section are correctly printed, that Standing --- Orders are marked as such etc.

14. Getting important papers printed or recorded in A Proceedings.

15. Checking the work of the File Registerer, and guiding him in opening new files.

16. Maintaining a list of reports and returns to be dealt with by him, submitting them punctually and seeing that timely reminders are issued wherever necessary.

17. Taking step to insure that all --- changes in the reports and returns relating to the Section are noted in the Periodical Register.

18. Keeping a Note of the papers ordered to be submitted on a particular date so that they may not be lost sight of.

II. Duties of Diarist.

Diary.

1. Registering letters received
2. Distributing the ~~days~~ receipts among the clerks to whom they are referred.
~~3. Marking in diary file & Serial Nos. of receipts in course of submission.~~
3. Marking the submission and return of files against the diary Nos. concerned at each stage.
4. Preparing fortnightly arrear lists.
5. ~~4.~~ Preparing of monthly arrear lists.

~~III.~~ Miscellaneous register.

6. Registering letters and requisitions which cannot find a place in the Diary.
7. Distributing the days receipts to the clerks concerned.
8. Marking the submission and return of cases against each number at every stage.

Periodical register
13 Maintaining the register up-to-date

No. 2 Bring to the notice of the Registrar cases of delay in the receipt of 10 ~~Periodical~~ reports & returns

Unofficial Register.

9 ~~10.~~ Registering all unofficial receipts and issues.
~~11.~~ Preparing a memo of papers sent in the case of issues.
11 ~~13.~~ Checking the papers of unofficial receipts with the memo received therewith.
12 ~~13.~~ Posting the different stages of submission of each unofficial receipt.

General
1/5 Maintaining a diary of work done from day to day

III Duties of File Registerer

(1) Abstracting receipts and issues in the proper file registers.

(2) Writing up ~~red ink~~ abstracts of papers in ~~notes~~ notes.

(3) Noting in file register the number of letters &c. after issue.

(4) Opening file Headings under instructions of Case Workers.

(5) Maintaining an index of file headings.

(6) Counter-marking previous and later references in file registers.

(7) Helping Case Workers in tracing references.

(8) Marking recorded collections in the file register.

IV Duties of Recorder.

---

(1) Examining the contents of each file received for recording and arranging ~~them~~ files into A & B proceedings.

(2) Destroying ~~other~~ superfluous papers.

(3) Paging the contents of files.

(4) Preparation of the Cover.

(5) Counter-marking references.

(6) Noting subject matter and abstract of final order on cover in B cases.

(7) Editing notes and correspondence in ~~for~~ A cases.

(8) Preparation of a table of contents for A. cases.

(9) Forwarding the A recorded papers to the Press and correcting proofs.

(10) Maintaining a diary of work done.

(11) Maintaining a register of collections sent to records.

(12) Depositing papers.

(13) Maintaining the Deposit register.

V. DUTIES OF DESPATCHER.

1. Maintaining the daily despatch sheet.
2. Numbering letters etc., issued.
3. Distribution of printed orders to Branches and other offices.
4. Obtaining orders for placing printed matter at the disposal of the press.
5. Writing in the despatch sheet abstracts of issues not file registered.
6. Writing up the peon books.
7. Checking peon books on return.
8. Maintaining a diary of work.

VI. DUTIES OF SUSPEND REGISTERER.

1. Maintaining the Suspend Lists A & B
2. Writing up facing sheets for files.
3. Submission of Suspended cases for orders as to reminders.
4. Writing reminders.
5. Noting reminders issued in 'Sus' list.
6. Maintaining a diary of work.

VII. TYPIST.

1. Fair copying of letters, orders, Memo's and notes etc., for issue or submission.
2. Periodical cleaning and oiling of typewriters to keep them in good working order.
3. Stencilling circulars.
4. Maintaining a diary of work done.

VIII. Duties of Librarian.

1. Maintaining the Library Register.
2. Attend to requisitions for books.
3. Arranging books and keeping them in order.
4. Maintaining the catalogue up to date.
5. Recalling books lent.
6. Replacing books returned .
7. Obtaining orders for purchase of new books.
8. Circulating Newspapers and periodicals
9. Posting up correction slips as they are received in reference books of officers.
10. Looking to the other requirements of the Library.
11. Maintaining a diary of work done.

IX. Duties of Records clerk.

1. Receiving recorded collections and registers and arranging them.
2. Attending to requisitions for records.
3. Restoring collections returned and returning the requisition slips therefor.
4. Recalling records ~~sent out~~ which are long outstanding
5. Looking to the general cleanliness and safety of the records.
6. Maintaining a diary of work done.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE SECRETARIAT.

DUTIES OF CASE WORKERS.

1. Submitting papers duly arranged and referenced within five days of their receipt.

2. Obtaining orders for extension of time where letters or cases cannot be submitted within five days.

3. Noting and in clear cases submitting with draft replies. In preparing notes the following provisions of the manual should be strictly adhered to :—

(1) No paraphrase of the letter under disposal shall be made.

(2) No precis or history of the case shall be prepared without orders of an officer.

(3) Every note shall be legibly written.

(4) It should be paragraphed, paged and referenced properly.

(5) Notes should be written as far as possible in the order of the serial numbers of the papers in the file.

(6) Every note shall be temperately written and free from personal remarks.

(7) In the case of non-scheduled subjects the list and serial number under which the case comes should be noted in red ink in the margin at the end of the note.

(8) In cases in which consultation of the Financial Branch seems necessary the fact should be indicated.

4. Putting up drafts in pursuance of orders passed paying strict attention to the following rules of the manual :—

(1) The draft should convey the intention of the orders. The language should be courteous, but concise, clear and incapable of misconstruction.

(2) It should closely follow the notes and orders as far as possible and should be written legibly and neatly.

(3) In the preamble, it is sufficient if the number and date of letter is quoted and the subject briefly referred to.

(4) A sentence should be added returning original papers wherever called for.

(5) Drafts which are to be printed must be carefully docketted.

(6) Attention should be paid to the several forms of drafts prescribed in Section 175 of the G. R. S. Manual. Suitable form should be used in each case.

5. Putting up fair drafts where required.

6. Comparing fair copies and proofs.

7. Completing notes for files being recorded.

8. Maintaining a list of important and urgent cases and submitting them to the Branch Secretariat Officers on the prescribed days.

9. Posting up to date special registers (if any) that may be required to be maintained.

10. Inspection of pending papers once a week and noting disposals and arrears on hand.

11. Examining the weekly diaries and the monthly proceedings volumes and seeing that proceedings relating to the section are correctly printed, that standing orders are marked as such, etc.

12. Getting important papers printed or recorded in A proceedings.

13. Checking the work of the file registerer, and guiding him in opening new files.

14. Maintaining a list of reports and returns to be dealt with by him, submitting them punctually and seeing that timely reminders are issued wherever necessary.

15. Taking steps to insure that all changes in the reports and returns relating to the section are noted in the Periodical Register.

16. Keeping a note of the papers ordered to be submitted on a particular date so that they may not be lost sight of.

17. Maintaining a diary of work done from day to day.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE SECRETARIAT.

DUTIES OF DIARIST.

Diary.

1. Registering letters received.
2. Distributing the receipts among the clerks to whom they are referred.
3. Marking the submission and return of files against the diary numbers concerned at each stage.
4. Preparing fortnightly arrear lists.
5. Preparing monthly arrear lists.

Miscellaneous Register.

6. Registering letters and requisitions which cannot find a place in the Diary.
7. Distributing the receipts to the clerks concerned.
8. Marking the submission and return of cases against each number at every stage.

Unofficial Register.

9. Registering all unofficial receipts and issues.
10. Preparing a memo of papers sent in the case of issues.
11. Checking the papers of unofficial receipts with the memo received therewith.
12. Posting the different stages of submission of each unofficial receipt.

Periodical Register.

13. Maintaining the register up-to-date.
14. Bringing to the notice of the Registrar, cases of delay in the receipt of periodical reports and returns.

General.

15. Maintaining a diary of work done from day to day.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE SECRETARIAT.

DUTIES OF FILE REGISTERER.

1. Abstracting receipts and issues in the proper file registers.
2. Noting in file register the number of letters, etc., after issue.
3. Opening file headings under instructions of case workers.
4. Maintaining an index of file headings.
5. Counter-marking previous and later references in file registers.
6. Helping case workers in tracing references.
7. Marking recorded collections in the file register.
8. Maintaining a diary of work done from day to day.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE SECRETARIAT.

DUTIES OF RECORDER.

1. Examining the contents of each file received for recording and arranging files into A and B proceedings.
2. Destroying superfluous papers.
3. Paging the contents of files.
4. Preparation of the cover.
5. Counter-marking references.
6. Noting subject matter and abstract of final order on cover in B cases.
7. Preparation of a table of contents for A cases.
8. Forwarding the A recorded papers to the Press and correcting proofs.
9. Maintaining a register of collections sent to records.
10. Depositing papers.
11. Maintaining the Deposit Register.
12. Maintaining a diary of work done from day to day.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE SECRETARIAT.

DUTIES OF DESPATCHER.

1. Maintaining the daily despatch sheet.
2. Numbering letters, etc., issued.
3. Distribution of printed orders to Branches and other offices and to the Press Room and Newspaper Editors, of necessary.
4. Writing in the despatch sheet, abstracts of issues not file registered.
5. Writing up the peon books.
6. Checking peon books on return.
7. Maintaining a diary of work done from day to day.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE SECRETARIAT.

DUTIES OF SUSPEND REGISTERER.

1. Maintaining the Suspend Lists A and B.
2. Writing up facing sheets for files.
3. Submission of Suspend cases for orders as to reminders.
4. Writing reminders.
5. Noting reminders issued in 'Sus' list.
6. Maintaining a diary of work done from day to day.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE SECRETARIAT.

DUTIES OF TYPIST.

1. Fair copying letters, orders, memo and notes, etc., for issue or submission.
2. Periodical cleaning and oiling typewriters to keep them in good working order.
3. Stencilling circulars.
4. Maintaining a diary of work done from day to day.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE SECRETARIAT.

DUTIES OF LIBRARIAN.

1. Maintaining the Library Register.
2. Attending to requisitions for books.
3. Arranging books and keeping them in order.
4. Maintaining the catalogue up-to-date.
5. Recalling books lent.
6. Replacing books returned.
7. Obtaining orders for purchase of new books.
8. Circulating newspapers and periodicals.
9. Posting up correction slips as they are received in reference books of officers.
10. Looking to the other requirements of the Library.
11. Maintaining a diary of work done from day to day.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE SECRETARIAT.

DUTIES OF RECORDS CLERK.

1. Receiving recorded collections and registers and arranging them after examination.
2. Attending to requisitions for records.
3. Restoring collections returned and returning the requisition slips therefor.
4. Recalling records which are long outstanding.
5. Looking to the general cleanliness and safety of the records.
6. Maintaining a diary of work done from day to day.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE SECRETARIAT.

DUTIES OF THE GENERAL DESPATCHER.

1. Receiving letters, papers, files, etc., addressed to the General and Revenue Secretariat.

2. Obtaining orders of Registrar for the distribution of tappals to Branches and Sections.

3. Preparing abstracts of tappals for submission to Dewan and Members of Government.

4. Despatching covers and packets issued from Secretariat.

5. Maintaining a dak book and account of service labels.

6. Compiling abstracts of fortnightly and monthly arrear lists.

7. Maintaining "From" and "To" Residency Registers.

8. Preparing arrear lists of Residency cases.

9. Maintaining a diary of work done from day to day.

WD 509—GPB—1,000—30-10-16